



Motherwell FC Community Trust Football Operations Manager

Schedule: 35 Hours per Week

Employer: Motherwell Football Club Community Trust

Location: Fir Park Stadium, Motherwell ML1 2QN

Salary : £30,000 - £35,000 dependent on qualifications and experience

Fir Park Stadium is a top-level football stadium which houses the Community Trust offices and Fir Park Training Centre.

Job Description: To provide leadership, direction, guidance and support to all staff and activities. To monitor progress against Trust targets. The Football Operations Manager will promote participation in football at all levels in line with local, regional and national strategies.

Responsibilities and Tasks:

- Lead on the Motherwell FC Community Trust operational plan, setting agreed targets, KPIs and monitoring progress towards these.
- Work closely with the CEO on governance matters, ensuring that all activity is conducted in to the highest standards.
- Communicate effectively with all relevant stakeholders involved in the local area
- Promote education and development initiatives including attracting new volunteers.
- Promote, co-ordinate and support additional Scottish FA Coach Education Courses in partnership with the Central Region staff
- Manage the recruitment, training, support and development of coaches and volunteer staff
- Evaluate and monitor activities and projects using performance indicators
- Maintain records and produce written reports
- Attend local, regional, national and international meetings, seminars and conferences
- Work in partnership with school initiatives such as Active Schools, to encourage participation in sport, initiatives and projects and organise parental involvement
- Develop a range of partnerships with organisations and initiatives
- Devise and manage new programmes and projects
- Work within specific guidelines, e.g. equal opportunities, health and safety and child welfare
- Carry out any other reasonable duties within the overall function of the job

All in accordance with safe working practices.

The above principal duties and responsibilities do not include or define all tasks which may be required to be undertaken by you. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility held.

An ideal candidate will be passionate and committed to developing Motherwell FC Community Trust as a force for good in Lanarkshire and have an understanding of the structure of corporate social responsibility at a local, regional, national and international level. They will be motivated to work individually and within a team, be willing to work flexible hours, and be able to plan, set, achieve and monitor objectives to meet deadlines. They will also have a creative and innovative approach to solving problems. The successful applicant must hold a full driving licence and have access to a vehicle with full MOT and insurance in place.

Experience/Qualifications/Training	
Essential	Desirable
<ul style="list-style-type: none"> • Applicants must have experience in operations management • Experience of line managing personnel • Management of coaching programmes and achieving related targets • Able to demonstrate a commitment to, and enthusiasm for, working with a wide variety of groups and individuals • An approachable and receptive supervisory style • Excellent communication skills, both verbal and written in a professional environment • Self-motivated, with ability to manage own workload • Proven ability to work autonomously to meet targets and deadlines • Proven ability to work effectively as part of a team • Computer literate, in particular Word, Excel and Powerpoint and an ability to be administratively self-sufficient 	<ul style="list-style-type: none"> • In possession of an following Scottish FA / UEFA Licence. • Experience of working at a high level at a professional club • Proven track record of supervisory / management responsibilities • Experience in implementing multi-agency strategies and managing partnerships
Personal Attributes	
Essential	Desirable
<ul style="list-style-type: none"> • Excellent people skills • Commitment to performance, accountability and strong ethics of fairness and equality • Strong interpersonal skills and mediating ability • Personality, conduct and credibility that engages and commands confidence and respect whilst representing the Club 	

The role involves direct access to young persons under the age of eighteen and vulnerable groups, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include an Enhanced Criminal Check, to ensure their suitability for the role.

Please submit a CV, cover letter and details of two referees (one of whom should be your current employer) to community@motherwellfc.co.uk by 5pm on Friday 28 February 2025.

Interviews will be scheduled during the week commencing 10 March 2025.